



# Manager's Report

For Council Meeting January 28, 2003

## **FINANCE**

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Barry's Mobile Motorcycle Service	163 Cedarwalk Cr NE	Repair
Belle Femme	Black Shutter Antiques	Vintage Jewelry
Beth Goldsmith Creative Works	105 Salem Ct SE	Decorative Artist
B W Services	705 Foxtail Cr NE	Home Improvements
Charlotte's Cobweb	223 Rosemeade Pl SW	Retail – Antiques
Daycare-Salem Ct Daycare	112 Salem Ct SE	Childcare
DLS Processing	120-4 Washington St NE #4	Data Processing
Eyetopia Inc	102 Loudoun St SW	Retail
FB Projects LLC	1 Loudoun St SW	Art Dealer
Flying Stitches LLC	104 Stone Ct NE	Custom Embroidery
Furniture and Floors USA LLC	241 Ft Evans Rd NE	Retail – Flooring
Loudoun Education Center	115 Harrison St NE	Tutoring Service
Nova Home Improvement	133 Oak View Dr SE	Carpentry
Petite Dekor	22 W Market St	Retail - Furniture
Press Consulting	109 Meherrin Ter SW	Aviation Consulting
United Solution LLC	140 Spencer Ter SE	Software Consulting

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period January 11 through January 24, 2003

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Charles Lanham	Maintenance Worker I	Streets Division

<u>Terminations</u>	<u>Position</u>	<u>Department</u>
Jennifer Stuart	Recreation Program Supervisor	Parks and Recreation

## **TRAINING**

Brian Tribby, Assistant Superintendent, Fleet Maintenance, has successfully completed a 25-hour Welding Class conducted by Loudoun County Public Schools, Adult Education. Mr. Tribby was granted his certificate on November 13, 2002.

**PLANNING AND ZONING**

**MANAGER'S REPORT**  
**DIVISION OF CURRENT PLANNING ACTIVITY**

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
JANUARY 8, 2003 TO JANUARY 21, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Kincaid Forest, Section 7B	Revision to Approved Construction Drawings	1 <sup>st</sup>	Sanitary sewer relocation
Kincaid Forest, Section 12A	Revision to Approved Construction Drawings	1 <sup>st</sup>	Sanitary sewer relocation
Battlefield Market Place	Final Development Plan	2 <sup>nd</sup>	223,921 square foot commercial retail development (Costco and Target)
Star Pontiac GMC	Boundary Line Vacation	2 <sup>nd</sup>	
Edwards Landing, Phase 2B	Easement Plat	2 <sup>nd</sup>	Storm sewer & waterline
Leesburg Station Autowash	Preliminary/Final Development Plan	3 <sup>rd</sup>	9,027 square foot automobile detailing building and 5,288 square foot automatic carwash building
Potomac Station Battlefield Parkway, Phase II Public Improvements (Potomac Station Retail)	Right-of-way & Easement Plat	2 <sup>nd</sup>	
Potomac Station Battlefield Parkway, Phase II Public Improvements (Establishment Forestier)	Right-of-way & Easement Plat	2 <sup>nd</sup>	
Star Pontiac GMC Storm Sewer	Preliminary/Final	1 <sup>st</sup>	Storm sewer extension
Frances Hazel Reid Elementary Schools and Smarts Mill Middle School	Preliminary/Final Development Plan	4 <sup>th</sup>	84,142 square foot elementary school and 157,973 square foot middle school

**PLANS REVIEWED DURING THE PERIOD OF:  
JANUARY 8, 2003 TO JANUARY 21, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Stratford Ryland, Landbay "C" (MF)	Construction Drawings	4 <sup>th</sup>	Revision to the landscape buffer
Edwards Landing, Phase 2B	Easement Plat	2 <sup>nd</sup>	Storm sewer & waterline
Hawks View Glen	Preliminary Subdivision Plat	2 <sup>nd</sup>	36 single family attached residential dwellings (townhouses)
Misty Ridge (Horrock Property)	ZM/SE Referral	1 <sup>st</sup>	17 single family detached residential dwellings/cluster subdivision
Stratford Ryland Recreation Center	Final Development Plan Revision	1 <sup>st</sup>	Lighting plan revision
Stowers Recreation Center	Final Development	4 <sup>th</sup>	2,163 square foot recreation center

	Plan		
Potomac Station Retail, Parcel B	Easement Plat	1 <sup>st</sup>	Various public improvement easements in conjunction with Potomac Station Retail, Parcel B development
Potomac Station Retail, Parcel B	Final Development Plan	3 <sup>rd</sup>	145,018 square foot commercial retail development
Potomac Station Retail, Parcel B	Minor Subdivision	2 <sup>nd</sup>	Five lot subdivision associated with Potomac Station Retail, Parcel B development outparcels
Tavistock Farms Goddard Daycare	Preliminary/Final Development Plan	2 <sup>nd</sup>	8,000 square foot day care center
Kincaid Forest, Section 7B	Revision to Approved Construction Drawings	1 <sup>st</sup>	Sanitary sewer relocation
Kincaid Forest, Section 12A	Revision to Approved Construction Drawings	1 <sup>st</sup>	Sanitary sewer relocation
First Citizens Bank	Preliminary/Final Development Plan	1 <sup>st</sup>	8,648 square foot bank

## **COMPREHENSIVE PLANNING**

### **Special Exceptions**

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The applicant is making revisions to the plans. No public meetings have been officially scheduled.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catocin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Planning Commission has not yet been officially scheduled.

SE 2003-01: Leesburg Auto Car Wash – Located on Catocin Circle, adjacent to the Leesburg Rescue Squad. The applicant is seeking to amend a previously approved special exception. No public meetings have been scheduled.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays.

**Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has been scheduled for February 11, 2003.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). The Planning Commission is acted on this application at the January 16, 2003 meeting, recommending approval. A preview has been scheduled before the Town Council at the January 27<sup>th</sup> meeting and a public hearing February 11<sup>th</sup>.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

**ZONING PERMITS ISSUED 03-10-03-91****Zoning Permits Issued Residential**

Stowers/Evergreen Mills 27 SFD @ \$100,000  
Drymill 4 SFA @ \$65,000  
Edwards Landing 4 SFD @ \$105,000  
Stratford 4 SFA/Duplex @ \$75,000 4 SFA @ \$75,000

**Zoning Permits Issued Commercial**

1039 Edwards Ferry RD NE  
Interior Renovations Golden China Battlefield Shop Ctr. @ \$10,000  
958 Edwards Ferry Rd NE Divide wall for 956/958 Shenandoah Square shop. Ctr.  
Edwards Ferry Road/ Battlefield Shopping Ctr. Install Antenna & Accessories  
Town of Leesburg Utilities  
520 Evergreen Mills Road Interior Fit-out Concession stand @ \$42,000  
Loudoun Co. Public Schools  
116 Edwards Ferry Rd Interior fit-up @ \$25,000 Colonial Square  
525 B-C E. Market Street interior fit-in @ \$105,000  
224 Wirt Street NW interior fit-in @ \$2000,00 Colonial Square

**Occupancy Permits Issued Residential**

Kincaid Forest 2 SFD  
Edwards Landing 9 SFD

Potomac Station 1 SFD  
Potomac Crossing 3 SFD  
Stratford 1 SFA 1 SFD  
Tavistock Farms 5 SFA

**Occupancy Permits Issued Commercial**

1002-C Sycolin RD SE Warehouse Facility

**WATER & SEWER ADMINISTRATION**

During this time frame there were 106 Public Facility Permits issued totaling \$1,000,516.00; 106 work orders issued for meter sets and 108 requests for occupancy inspection were issued.

**Capital Projects Update**

- Sewer System Improvements – Contractor has finished all work on Cardinal Park Drive, Catoctin Circle, Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive, King Street and Church Street. Cherry Lane is the last portion under construction and will soon be completed.
- During this period, eight plans were reviewed for development within the service area. In addition, two requests were processed for water and sewer modeling.
- Contacts have been initiated with property owners for the proposed water storage tanks, which should lead the way for property acquisition. One of the property owners has denied the town's request for sale of property for the Route 643 tank site.
- Installation of radio read antenna system has begun with 8 of 14 sites completed. The school board has finally approved all other locations and installations will begin soon.
- The entrance sign at the Water Treatment Plant has been installed and will soon be dedicated.

**UTILITY LINES DIVISION****Installations made during this period:**

- Installed new water service for trailer at Airport.

**Training**

- Held building safety training at shop (Book #12, Mechanical Safety).
- Steve Melnikoff attended V.D.O.T. concrete & asphalt re-certification classes.
- Held training for new meter system at the town shop.

**Routine items:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging

- Remove dirt and rust from Loudoun Health on helicopter pad at hospital (material leftover from construction of hospital pumping station)

Summary Programs

- New connections to town utility system: 74
- Total number of water leak repairs: 8
- Responded to 866 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-time vacancies as of January 24, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	<i>On hold</i>			
<i>Finance</i>	1	Staff Accountant	1/1/03	√	√				
<i>Eng &amp; PW</i>	1	Maintenance Worker I	10/31/02	√	√	√			
	1	Maintenance Worker I	10/18/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√	<i>On hold</i>			
<i>Parks and Rec</i>	1	Program Supervisor	1/21/03	√	√				
<i>P&amp;Z</i>	2	Senior Planner	7/1/02	√	√				
	1	Planner	7/1/02	√	√	√	√	√	√
	1	Planner	7/1/02	√	√	√			
<i>Police</i>	3	Police Officer	7/1/02	√	√	√	√	√	√
	1	Police Officer	8/9/02	√	√	√	√	√	√
	1	Police Officer	9/13/02	√	√	√	√	√	√
	1	Admin Assoc II	12/1/02	√	√				
	2	Police Sergeant	1/6/03	<i>internal</i>	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<i>On hold</i>					
	1	Cross Conn. Comp. Off.	1/2/03						
<i>Util Lines</i>	1	Inspector	11/8/02	√	√	√	√		
	1	Maintenance Worker II	11/1/02	√	√				
<i>Wastewater</i>	1	Operator or Trainee	11/22/02	√	√	√			
	1	Maintenance Worker II	11/19/02	√	√				
<b><u>TOTAL</u></b>	24								

R.S. Noe